OSD Training Schedule for Buyers December 2013

OSD offers a variety of events and training opportunities related to the procurement of commodities and services, view detailed course description on the Training Catalog page. Trainings are FREE and, unless otherwise noted, are held in Room 1017 on the 10th floor of One Ashburton Place in Boston.

How to Register:
Executive Branch - Staff of the Commonwealth of Massachusetts must register using the Commonwealth's Learning Management System, PACE. If you need assistance, print this Job Aid and follow the instructions. If you do not see your agency listed on the PACE login page, please register through the HRD PACE link. Details relating to registration for the How to Use Statewide Contracts Webinar are located below.

DECEMBER CLASSES	DATE	DAY	LOCATION	START	END
Essentials of State Procurement	12-06-13	Friday	One Congress Street, 11th Floor, OSD Training Lab, Boston, MA 02114	9:30 AM	4:00 PM
How to Use Statewide Contracts Webinar	12-10-13	Tuesday	Century Link (see Instructions Below On How To Register For Webinar)	12:00 PM	1:00 PM
Discovering Statewide Contracts: Information, Demonstration, & Application – **NEW!**	12-11-13	Wednesday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
Essentials of State Procurement	12-16-13	Monday	One Congress Street, 11th Floor, OSD Training Lab, Boston, MA 02114	9:30 AM	4:00 PM
Essentials of State Procurement	12-18-13	Wednesday	Massachusetts Transportation Building, 10 Park Plaza, Computer Training Room, 6th floor, Boston MA 02116	9:30 AM	4:00 PM
Best Practices for Comm-PASS E-Procurement Webinar	N/A	Online	PACE (See Instructions Below On How To Access Webinar)	N/A	N/A

Instructions for Registering for the How to Use Statewide Contracts Webinar

1. Launch the URL at http://howtouseswcs.eventbrite.com .
2. Follow the registration instructions.
3. Details for accessing the webinar through Century Link will be emailed to you prior to the date of the class.

Instructions for Launching the Online "Best Practices for Comm-PASS E-Procurement Webinar" Course Through PACE

1. Launch the PACE URL at http://www.mass.gov/pace
2. Select **PACE Login**
3. Select Your Agency (If your agency is not listed, select Human Resources Division)
4. Enter Your User Login ID (EMPID) and Password
   (If you are a first time user, your Login ID is your Employee ID and your password is your last name, as it appears on your pay advice, case sensitive – e.g. "Smith" not "smith"
5. Select **Student Learning Center**
6. Select **Course Catalog**
7. Type in the keyword – "**OSD**" to find the applicable course (*Leave the dropdown boxes as "All"*).
8. Follow the prompts